

Chapter Organization Guidelines

Please follow the organization below in preparing your chapter:

- *Introduction*
Describe the general perspective of this chapter. Toward the end, specifically state the objectives of the chapter. The final chapter must have a 100- to 150-word abstract.
- *Background*
Provide broad definitions and discussions of the topic and incorporate views of others (literature review) into the discussion to support, refute or demonstrate your position on the topic.
- *Main Thrust of the Chapter*
 1. Issues, Controversies, Problems
Present your perspective on the issues, controversies, problems, etc., as they relate to theme and arguments supporting your position. Compare and contrast with what has been, or is currently being done as it relates to your specific topic and the main theme of the book.
 2. Solutions and Recommendations
Discuss solutions and recommendations in dealing with the issues, controversies, or problems presented in the preceding section.
- *Future Trends*
Discuss future and emerging trends. Provide insight about the future of the book's theme from the perspective of your topic. Viability of a paradigm, model, implementation issues of proposed programs, etc. may be included in this section. If appropriate, suggest future research opportunities within the domain of the topic.
- *Conclusion*
Provide discussion of the overall coverage of the chapter and concluding remarks.
- *References*
Your references should be fully documented and organized strictly in the APA style. Consult your library or contact Order Department, American Psychological Association, P.O. Box 92984, Washington, DC 20090-2984 (www.apastyle.org), for a copy of the Publication Manual of the American Psychological Association – 5th edition for APA style.

√ Make sure complete editing of the chapter is conducted to ensure proper English language usage, grammatical structure, spelling and punctuation. Attention to these details will contribute to clear, concise communication of your ideas.

It is the author's responsibility to obtain written permission to include any copyrighted materials in the chapter. The publisher of the book requires a copy of the written permission submitted with the final version of the chapter. The final chapter must be a Word or RTF text file. If the chapter is in any other format, such as LaTeX, it will not be accepted.

Upon acceptance, the author(s) will be required to sign a warranty that the CHAPTER IS ORIGINAL AND HAS NOT BEEN SUBMITTED FOR PUBLICATION OR PUBLISHED ELSEWHERE.

Guidelines for Preparing IGI Chapters

- The chapter, references and authors' biographies must be submitted. The format must be IBM Word or RTF text or Macintosh-compatible files. LaTeX files cannot be accepted because they are not compatible with our typesetting program. Please prefix your file names with your last name. Manuscripts must be typewritten in English on white paper, one side only, double-spaced throughout, and include at least one inch (2.5 cm) of margin on all sides. The cover page should contain the paper title, and the name, affiliation, address, phone number, fax number, and email address of each author. The second page should start with the paper title at the top and be immediately followed by the abstract. The abstract of 100-150 words should clearly summarize the objectives and content of the manuscript.

- The text of your chapter should be edited for proper use of English language with clear, concise sentences. Proofread the copy for typographical, grammar and spelling errors or obtain the assistance of a professional copyeditor.

- All text should be double-spaced, left justified in 12 point Times or Times Roman type. Please put all primary section titles in UPPER CASE letters and subheading in both Upper and Lower Case letters. Do not number your titles (for example, 1.0 Introduction; 2.0 Background). Do not use the tab key to indent text such as paragraphs of quotes or lists because the page layout program overrides your left margin with its own, and the tabs end up in mid-sentence.

- APA (American Psychological Association) style should be followed for the references. References should relate only to material cited within the manuscript and be listed in alphabetical order, including author's name, complete title of the cited work, title of the source, volume, issue, year of publication, and pages cited. When you use the source in the text, author's name and year of publication should appear (Ex., Travers, 1995). Please do not include any abbreviations. See the following examples:

Example 1: Single author periodical publication.

Smith, A.J. (1993). Databases and organizations. *Database Ideology Review*. 16(2), 1-15.

Example 2: Multiple authors periodical publication.

Smith, A.J., & Brown, C.J. (1991). Organizations and Database Management. *Data Source*, 10(4), 77-88.

Example 3: Books:

Smith, A.J. (1989). *Database Booklet*. New York: J.J. Press.

State author's name and year of publication where you use the source in the text. See the following examples:

Example 1: In most organizations, data resources are considered to be a major resource (Brown, 1992; Smith, 1993).

Example 2: Brown (1989) states that the value of data is recognized by most organizations.

The author's name, date of publication, and the page(s) on which the quotation appears in the original text should follow direct quotations of another author's work.

Example 1: Brown (1989) states that "the value of data is realized by most organizations" (p. 45).

Example 2: "In most organizations, data resources are considered to be a major organization asset" (Smith, 1993, pp. 35-36) and must be carefully monitored by the senior management.

- If your paper includes figures and tables, they should be submitted in camera ready format. Sometimes in converting to the page layout program, figures & tables become distorted. Please make the figures and tables in conservative sizes. The printable-page size (the image area) of this IGI publication is 4 1/2" x 7 1/4" so DO NOT submit figures or tables that are larger than this because during reduction, details are often lost or type becomes so small that it is hard to read in the printed book. Be advised, if your figures look blurred or unreadable in your Word copy of your manuscript, this is how they will look in the final typeset version of the book. So please be sure to send high quality images, saved at a 112 dpi minimum

setting. If the figures are embedded in the Word document please also include as a separate tif, jpeg, eps or gif file.

- **Abstract** - IGI, as a scholarly, publishing company, readily provides abstracts for book chapters, journal articles, etc. to a variety of scholarly indexes for inclusion. Therefore, it is extremely important that your final abstract clearly describes the essence of your work in your chapter. Below is a sample of an abstract that clearly states the purpose of the chapter and summarizes the content. Please follow the sample to create a clear description of your work for better recognition within the indexes.

SAMPLE ABSTRACT

This chapter introduces the Chaos Theory as a means of studying information systems. It argues that the Chaos Theory, combined with new techniques for discovering patterns in complex quantitative and qualitative evidence, offers a potentially more substantive approach to understanding the nature of information systems in a variety of contexts. Furthermore, the authors hope that understanding the underlying assumptions and theoretical constructs through the use of the Chaos Theory will not only inform researchers of a better design for studying information systems, but also assist in the understanding of intricate relationships between different factors.

First, the authors describe what the chapter is about. (*This chapter introduces the Chaos Theory as a means of studying information systems.*)

They summarize the content of the chapter. (*It argues that the Chaos Theory, combined with new techniques for discovering patterns in complex quantitative and qualitative evidence, offers a potentially more substantive approach to understanding the nature of information systems in a variety of contexts.*)

Then, they explain their purpose or objectives for writing the chapter. (*Furthermore, the authors hope that understanding the underlying assumptions and theoretical constructs through the use of the Chaos Theory will not only inform researchers of a better design for studying information systems, but also assist in the understanding of intricate relationships between different factors.*)

Note: Your abstract does not necessarily need to be three sentences like the sample above – but it will need to be between 100-150 words, nor does it need to be worded the same way. Use your own words, but capture the idea behind this sample abstract.

- **Keywords** - Most indexes are searched by certain keywords assigned by the scholars of the material so it is crucial that you assist us in assigning keywords related to your work. Please use the keyword list included in the following website, <http://www.idea-group.com/assets/keywords.asp>, & carefully assign as many keywords to your chapter. Please make sure that you use keywords on the website as closely as possible. Your chapter will need to be properly categorized by this list. Please display your keywords at the beginning of your chapter when submitting your work to the editor.

- On the hard copy of your final version of your case, please highlight, with a highlighter pen, the first reference only of words that you consider to be keywords for the book index.

- Please use only endnotes, if needed. They will be placed before the references at the end of each chapter. Footnotes at the bottom of a page will not be allowed.

- A one paragraph biographical sketch of about 100 words for each author should be submitted.

- For any tables, models, graphs, or other materials directly extracted from previously published materials, you must have written permission from the publisher of that material for reprint use. A copy of that permission release must be submitted with your chapter. IT IS THE INDIVIDUAL AUTHOR'S RESPONSIBILITY TO ATTAIN THIS PERMISSION.